

Circuit Court Reporting Requirements

The following is an alphabetic list of reports that circuit courts and judges must prepare and submit to the State Court Administrative Office. It contains the name of each report, its due date (if one), the form number (if one), who submits the report, and where the report is to be submitted. Included in the list are some orders which must be submitted upon entry. At the end of each list, reports with a specific due date are restated chronologically.

Alphabetic List

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Absent Without Legal Permission Due monthly; courts are notified		Chief Circuit Judges	Central Office
Annual Budget At time of submission to or receipt from the local funding unit		Circuit Court	Regional Office
Annual Statutory Review Due 8/15	FOC 17	Chief Circuit Judges	Central Office
Appointment of Court Officers Due as it occurs		Circuit Courts	Central Office
Circuit Court Caseload Due 1/30 for full year	SCAO 31	Circuit Courts	*
Circuit Court Caseload Verification Due 2/28		Circuit Courts	*
Counsel Appointments Due 2/15		Circuit Courts	*
Delay in Criminal Proceedings 1/7, 4/7, 7/7, 10/7	SCAO 31	Chief Circuit Judges	*
Delay in Matters Submitted to Judge Due first business day of January, April, July, and October plus 7 days	SCAO 27	All Judges through the Chief Judge	Regional Office
Financial Report Due 4/15	SCAO 17	All Judges	Regional Office
FOC Grievance Records Due 1/15 and 7/15	SCAO 28	Chief Circuit Judges	Central Office
Judicial Annual Leave	SCAO 25a	All Judges	Regional Office

Circuit Court Reporting Requirements (continued)

Alphabetic List (continued)

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Michigan Trial Court Incident Report Due as it occurs		Circuit Courts	Regional Office
Order for Administrative Closing Due as it occurs	PC 671	Circuit Court Family Division (when applicable)	Central Office
Outstanding Receivables Aging Report, Due 7/15		Circuit Court	Central Office
Prisoner Condition Lawsuit Dismissal Orders Due upon entry of order	CC 78	Circuit Judges	Central Office
Report of Jury Fees Due 4/30, 10/31	SCAO 45	Circuit Courts	*
Sealed Court Records Due upon entry of order	n/a	Circuit Judges	Central Office
Summary of Drunk Driving Due 3/1	SCAO 24	Circuit Courts	Central Office
Transfer Orders (Sup Ct AO 1998-01) Due upon entry of order	n/a	Circuit Judges	Central Office

*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

Chronological List

<u>Due Date</u>	<u>Report Name</u>	<u>Method of Submission</u>
First business day of January + 7 days	Delay in Matters Submitted to Judge	Paper
January 7	Delay in Criminal Proceedings	

Circuit Court Reporting Requirements (continued)

January 15	FOC Grievance Records	Paper
January 30	Annual Caseload (Parts 1, 2, and 4)	CRS through MCAP
February 1	Judicial Annual Leave	Paper
February 15	Counsel Appointments	CAS through MCAP
February 28	Caseload Verification	CRS through MCAP
March 1	Summary of Drunk Driving/Drug Cases	Paper

Chronological List (continued)

<u>Due Date</u>	<u>Report Name</u>	<u>Method of Submission</u>
First business day of April + 7 days	Delay in Matters Submitted to Judge	Paper
April 15	Financial Report	Paper
April 30	Report of Jury Fees	Jury Fees through MCAP
First business day of July + 7 days	Delay in Matters Submitted to Judge	Paper
July 15	FOC Grievance Records	Paper
July 15	Outstanding Receivables Aging Report	Paper
July 15	Payment/Adjustment Distribution of Case Assessments	Paper
July 15	Summary Report of Outstanding Receivables by Cash Code and Case Type	Paper
First business day of October + 7 days	Delay in Matters Submitted to Judge	Paper
October 31	Report of Jury Fees	Jury Fees through MCAP